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Approved For Release 2001/03/22 : CIA-RDP78-05252A000300070016-2

APR 30 1956

MEMORANDUM FOR: Staff and Division Chiefs of Support

SUBJECT : Actual Subsistence Expenses for Escort Officers
Under [REDACTED] dated 2 June 1954

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1. [REDACTED] provides the procedure to be followed in obtaining operational and administrative approval for the payment of travel, subsistence and entertainment expenses of foreign nationals invited to visit the United States by this organization. This notice further provides that in those instances where actual subsistence expenses in lieu of per diem are required for the Escorting Officers involved, a memorandum will be prepared to the Director of Central Intelligence requesting such authority.

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2. [REDACTED] dated 31 January 1956 provides that Deputy Directors may, when circumstances warrant, authorize actual subsistence expenses not to exceed \$25.00 per day, for travel within the continental limits of the United States. This authority was delegated to the SSA-LD/S on 9 March 1956.

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3. It is the policy of the LD/P that, wherever practicable, the reimbursement for subsistence of the Escorting Officer(s) be held to the normal per diem rate applicable to travel in the continental United States. When it is deemed necessary, because of anticipated extraordinary costs, to provide actual subsistence expenses for Escorting Officers, such subsistence expenses should be limited not to exceed \$25.00 per day. Requests for approval of actual subsistence expenses for Escort Officers, not to exceed \$25.00 per day, should be contained in the memorandum requesting approval of entertainment of foreign nationals under the provisions of [REDACTED].

4. It should be remembered that actual subsistence expenses of the Escort Officer are held to include all charges for meals; lodgings, personal use of room during daytime, baths, all fees and tips to waiters, porters, baggagemen, bell boys, hotel maids, telegrams and telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothes, fans and fires in rooms; transportation between places of lodgings or where meals are taken and places of duty. The expenses of the foreign officials, including travel, subsistence and entertainment, if authorized for payment from official funds, are operational expenses

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and must be accounted for as such by the Escort Officer. Each Escort Officer, who in accordance with the above, is authorized to be reimbursed his actual subsistence expenses, in lieu of per diem, should be reminded that a complete listing of each subsistence expense claimed must be submitted as soon as practicable after completion of his escort assignment.

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[REDACTED]
Acting Special Support Assistant
to the Deputy Director (Support)